



香港資優教育學苑
The Hong Kong Academy for Gifted Education

Online Nomination Platform for Primary School Nomination

User Manual for Student Nominee and Parent/Legal Guardian

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.



Quick Reference Guide

As a Student Nominee and Parent/Legal Guardian, you will have to provide all the necessary information for your school to submit the nomination to the Hong Kong Academy for Gifted Education (the HKAGE). The Nominating Officer at your school will work with you on the submission of the nomination.

Steps to complete the Nomination

1. Fill in the online nomination form;
2. Print and sign the Student Nominee & Parent/Legal Guardian Declaration Statement;
3. Submit the signed Declaration Statement and supporting documents of the nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the Nominating Officer at your school before the nomination deadline.

Tips for using the Platform

- The nomination platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.
- Before you proceed to fill in the nomination form, make sure that the following information is available:
 - Personal information of the Student Nominee and Parent/Legal Guardian;
 - Information on major past or present activities related to the nominated domain(s);
 - Awards & qualifications record;
 - Grade-skipping or subject-skipping record;
 - Scholarships awarded;
 - Psychological Assessment Report;
 - A recent digital photo of the Student Nominee in school uniform. The file you upload should not exceed 5MB in size and be in JPG/PNG format;
 - Any other supporting information you think would be appropriate for this nomination.
- Get the printer ready for document printing when necessary.
- The nomination form is divided into four parts. You can switch to any part to fill in different information at anytime, but the nomination form submission will only be available in part 4 after all the mandatory fields in the first three parts have been filled in.
- Refer to the User Manual and Frequently Asked Questions (FAQs) available on the Platform and the [HKAGE website](#) if necessary.

Important Information

Please communicate with your Nominating Officer, who may want to have all the information and documents collected much earlier than the deadline to allow more time for final check before submission to the HKAGE. **Late or incomplete nominations will NOT be considered.**



Table of Contents

| | |
|---|----------|
| 1. Introduction..... | 4 |
| 1.1 The User Manual..... | 4 |
| 1.1.1 Purpose..... | 4 |
| 1.1.2 Convention..... | 4 |
| 1.2 Platform Requirements..... | 4 |
| 2. Using the Online Nomination Platform..... | 5 |
| 2.1 Login..... | 5 |
| 2.2 User Accounts..... | 6 |
| 2.2.1 User Profile..... | 7 |
| 2.2.2 Forget Password..... | 7 |
| 2.3 Nominations..... | 8 |
| 2.3.1 Fill in Nomination Form..... | 8 |
| 2.3.2 Submitting Nomination Form..... | 9 |
| 2.3.3 Checking Nomination Status..... | 11 |



1. Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual provides Student Nominees with guidance on using the Online Nomination Platform.

1.1.2 Convention

Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of functions.

1. Forward Actions

For actions which bring users to the next page/screen, the buttons or links will be displayed in GREEN.

e.g. 

2. Others

There are other buttons used to differentiate different stages of an action.

1.2 Platform Requirements

The Online Nomination Platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.

The upload of photos and files in the nomination form is managed by Adobe Flash Player plug-in. Please install the plug-in in order to complete the nomination process. The plug-in can be downloaded from <http://get.adobe.com/flashplayer>.



2. Using the Online Nomination Platform

Student Nominees will be allowed to access all the functions of the Platform when the associated Nomination Phase is active. When the Phase is ended, Student Nominees will not be able to access to the Platform.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at <http://nomination.hkage.org.hk>. Users have to input the correct username and password pair in order to access the functions of the Platform (See Figure 1). After successful Log in, the user will be redirected to the “Home” tab (See Figure 2). Student Nominees can have an overview on the nomination procedures and tips for using the Platform.

The log in details should be obtained from the Nominating Officer.

Welcome 歡迎, Guest 訪客!

香港資優教育學苑
The Hong Kong Academy for Gifted Education

Online Nomination Platform
網上提名平台

Login
登入

Username
登入名稱

Password
登入密碼

Login 登入

請先登入。
Please login before accessing the HKAGE nomination system.

Copyright 2012 © The Hong Kong Academy for Gifted Education. 香港資優教育學苑 2012 版權所有

Figure 1 – Login Page



香港資優教育學苑

The Hong Kong Academy for Gifted Education

Welcome 歡迎, st0000384! Logout 登出



香港資優教育學苑
The Hong Kong Academy for Gifted Education

Home
主頁

Nomination
提名個案

Fill in Nomination Form
填寫提名表格

My Account
我的帳戶

Download
下載

Welcome to the Online Nomination Platform!

Your Role

As a Student Nominee and Parent/Legal Guardian, you will have to provide all the necessary information for your school to submit the nomination to the Hong Kong Academy for Gifted Education (the HKAGE). The Nominating Officer at your school will work with you on the submission of the nomination.

Steps to complete the Nomination

1. Fill in the online nomination form;
2. Print and sign the Student Nominee & Parent/Legal Guardian Declaration Statement;
3. Submit the signed Declaration Statement and supporting documents of the nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the Nominating Officer at your school before the nomination deadline.

Tips for using the Platform

- The nomination platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.
- Before you proceed to fill in the nomination form, make sure that the following information is available:
 - Personal information of the Student Nominee and Parent/Legal Guardian;
 - Information on major past or present activities related to the nominated domain(s);
 - Awards & qualifications record;
 - Grade-skipping record;
 - Scholarships awarded;
 - Financial assistance record;
 - Psychological or Intelligence Assessment Report;

Figure 2 – Home Page



2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email and password at the My Account page (See Figure 3). Click “Update” to save the changes.

Welcome 歡迎, st0009974! [Logout 登出](#)

香港資優教育學苑
The Hong Kong Academy for Gifted Education

Home 主頁 | Fill in Nomination Form 填寫提名表格 | Nomination Summary 提名個案總覽 | My Account 我的帳戶 | Download 下載

Edit User Profile 編輯個人資料

User Profile 帳戶資料

Name (English)* Chan Sit Mei

姓名 (中文) 陳小美

電郵 Email* oliviakwok@hkage.org.hk

更改密碼 (留空為不改密碼)
Change Password (Blank if no change)

新密碼 New Password

再次輸入密碼 Retype Password

Update 更新

Figure 3 - User Profile

2.2.2 Forget Password

Please contact Nominating Officer to reset Student Nominee’s login password.



2.3 Nominations

2.3.1 Fill in Nomination Form

To fill in the nomination form, please click “Fill in Nomination Form” tab. The student nomination form is divided into 4 parts. Students can switch to any part to fill in different information at anytime but the nomination form submission will only be available in part 4 when all the mandatory fields in the first 3 parts are filled in. “Save/Update” function is provided at the bottom of each page, click it for saving/updating the information (See Figure 4).

Part 1 第一部份 Part 2 第二部份 Part 3 第三部份 Part 4 第四部份 Part 5 第五部份

Nomination Form (For Student Nominee)
提名表格 (獲提名學生)

B1. 獲提名學生及家長/合法監護人個人資料 Personal Information of Student Nominee and Parents/Legal Guardian

獲提名學生姓名(須與香港身份證或所遞交的身份證明文件相符) Name of Student Nominee (as shown on the HKID Card or the identification document submitted)

Name (English) Chan Siu Mei
姓名(中文) 陳小美

就讀學校名稱 AMERICAN INTERNATIONAL SCHOOL

級別 Study Level (或同等 or equivalent) P4

香港身份證號碼 HKID No. / 出生證明書 Birth Certificate / 護照號碼 Passport No. A1234567

出生日期(日/月/年) Date of Birth (Day/Month/Year) 1 AUG 2003
(already inputted by the Nominating Officer, but the Student Nominee is allowed to change it)

出生地點 Place of Birth Hong Kong

性別 Gender Male Female
(already inputted by the Nominating Officer, but the Student Nominee is allowed to change it)

國籍 Nationality China

合法監護人資料 Information of Legal Guardian (如非獲提名學生的父母親 If not Father or Mother of Student Nominee)

合法監護人姓名
Name of Legal Guardian

與獲提名學生的關係 Relationship with Student Nominee

緊急聯絡人 Emergency Contact Person

緊急聯絡電話 Emergency Contact Number

電郵地址 Email Address

教育程度 Education Level (可選擇填寫 optional)

Save 儲存 / Update 更新

Figure 4 - Student nomination form



2.3.2 Submitting Nomination Form

After completing the first 3 parts, Students shall read the “Personal Data Collection Statement” in part 4 carefully. They can then preview the nomination form by clicking “Preview before submission” at the bottom of the page (See Figure 5).

個人資料收集聲明 Personal Data Collection Statement

閣下向香港資優教育學苑(「學苑」)提供的個人資料將會用作:

- 考慮及處理閣下的申請;
- 正式記錄;
- 在適用情況下籌劃有關的節目及活動;以及
- 研究及統計。

閣下必須提供個人資料,若未能提供所需資料,閣下的申請處理程序及結果或閣下參加節目/活動的機會可能會受影響。閣下隨後提供的個人資料亦可能作上述任何一個或更多的用途。

學院可能酌情決定向第三者披露閣下提供的個人資料作上述一個或更多的用途。

閣下有權向學院要求一份個人資料副本,此副本乃根據《個人資料(私隱)條例》並遵照學院的資料私隱政策及行政安排的規定向閣下提供,閣下有權要求改正副本中任何不準確之處。

任何有關查詢請聯絡:

香港新界沙田沙角邨
香港資優教育學苑
高級行政主任 (機構事務)

The personal data you provide to The Hong Kong Academy for Gifted Education will be used:

- for considering and processing your application;
- for the official record;
- where applicable, for the purpose of organising programmes and activities; and
- for research and statistical purposes.

The provision of personal data is obligatory. Failure to provide the requested information may affect the processing and outcome of your application or your chance of participation in the programmes / activities. Personal data that is subsequently provided by you may also be used for any one or more of the stated purposes.

The personal data you provide may be disclosed at the discretion of the HKAGE to a third party for one or more of the purposes specified above.

You have the right to request a copy of your personal data held by the HKAGE and to request the correction of any inaccuracy in the copy of the personal data that is provided to you in accordance with the Personal Data (Privacy) Ordinance and subject to the data privacy policy and administrative arrangements of the HKAGE.

Any such enquiry should be made to:

Senior Administrator (Corporate Services),
The Hong Kong Academy for Gifted Education
Sha Kok Estate, Shatin
New Territories, Hong Kong

獲提名學生確認

我完全明白此表格的內容,並聲明我提供的資料及相關文件均屬準確。此外,我承諾在參與培訓及其他相關活動時,會遵守培訓機構的規定。

Acknowledgment of the Student Nominee

I fully understand the content of this Form and declare that the information and documents submitted are accurate. Moreover, I agree to abide by the regulations set by the training organisations during my participation in the training and associated activities.

Preview before submission 提交前預覽

Figure 5 – Previewing Nomination Form



香港資優教育學苑 The Hong Kong Academy for Gifted Education

If the nomination form is filled in correctly, Students can click “Save” after final checking. Or click “Back” to return to the form and edit it (See Figure 6).

C1
請根據日常對獲提名學生的觀察及認識，提供資料予評審，具體列出獲提名學生在提名範疇上的資優特質或/及潛能。
Please provide the information obtained through your routine observation and understanding of the Student Nominee's gifted qualities or behaviour, his exceptional performance or potential in the nominated domain.
資優特質或/及潛能 good
Exceptional performance or potential

C2 你曾否參與任何資優教育的活動或課程？
Have you ever participated in any gifted education activities or programmes?
 未曾參與 No.



Figure 6 - Submitting Nomination Form

After the form is saved, an on-screen acknowledgement with the nomination information is shown (See Figure 7). Please follow the link to print out the Statement. The Statement should be signed by both the Student Nominee and Parent/Legal Guardian, and returned to the Nominating Officer. An acknowledgement e-mail with the same information will be sent to the Student Nominee's email address.

Thank you for your submission of the nomination form for the following student nominee.

多謝閣下提交以下學生的提名表格。

Nomination ID (提名編號) : N0000370

Student Nominee (獲提名學生) : Chan Chi Man (English name) 陳志文 (Chinese name)

Nominated Domain (獲提名範疇) : Languages and General Studies (English) 語文及常識 (Chinese)

Class level (級別) : P5

School (學校) : ABERDEEN ST PETER'S CATHOLIC PRIMARY SCHOOL (English name)

(Chinese name)

Please follow the steps below to complete the nomination process:

請按下列步驟完成提名程序：

- Read and sign **ONE** “Student Nominee & Parent/Legal Guardian **Statement**” with your parent/guardian. Please choose either the English or Chinese version. Should you miss the on-screen statement, it is also available in the attachment of the email sent to you. 請細閱並與家長/合法監護人簽署一份「獲提名學生及家長/合法監護人**聲明**」。請選擇中文或英文版。如錯過屏幕上的聲明版本，可從我們發出的電郵附件中找到。
- Submit the supporting documents of this nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the Nominating Officer at your school before the nomination deadline. 請於提名到期日前將相關文件，包括最近兩個學年的學校成績表副本及其他證明文件（如適用），向貴校的提名人遞交。

Thank you for participating in the online nomination. For enquiries, please contact the HKAGE on 3940 0102 or email at sps@hkage.org.hk. 衷心感謝閣下參加是次網上提名活動。如有查詢，請致電

3940 0102 或電郵至 sps@hkage.org.hk 與本學苑聯絡。

Figure 7 – On-screen Acknowledgement

© Copyright 2016 The Hong Kong Academy for Gifted Education. All rights reserved.



2.3.3 Checking Nomination Status

Student Nominees can always check the nomination status. To check the nomination status, click the “Nomination Summary” tab. A nomination summary will be displayed. The summary indicates which domains the student has been nominated and the progress of the nomination forms (See Figure 8).

| Nomination Summary 提名個案總覽 | | | | | | | | |
|------------------------------|--------------------------|---------------------|------------------------|-------------------------------------|-----------------------------------|--------------------------|---------------------------|-----------------|
| Nomination ID 提名編號 | Student Nominee 獲提名學生 | Study Level 級別 | Name of School 學校名稱 | Nominated Domain(s) 獲提名範疇 | | Forms Status 表格狀態 | | |
| | | | | Languages and Humanities 語文及人文學科 | Mathematics and Sciences 數學及科學 | Student nominee 獲提名學生 | Nominating Officer 提名人 | |
| 1 | N0009974 | Chan Siu Mei 陳小美 | P4 | AMERICAN INTERNATIONAL SCHOOL | | | Incomplete 未完成 | Completed 完成 |

Figure 8 – Nomination Summary